



Division of State Parks

Personnel #20-1	Uniforms	Rev. 3/2014	Page 1 of 5
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REFERENCES: NRS 281.121

PURPOSE: To provide a distinctive, high quality uniform to be worn by division personnel; to provide employees with approved (budgeted) uniform items, as well as items which are an approved part of the uniform which must be purchased out-of pocket by the employee and to establish the manner of payment through a designated uniform supplier pursuant to the Division's binding contract.

ORGANIZATION: It is the policy of the division that uniformed employees as defined by uniform allowance groups will wear the division uniform. A distinctive uniform aids the public in identifying the wearer as a division employee. Supervisory personnel are responsible to insure that employees abide by the provision of this policy. Failure to comply with this policy shall be cause for disciplinary action, in accordance with procedures specified in the Nevada State Rules for Personnel Administration and the DCNR Guide to Prohibitions and Penalties.

DEFINITIONS:

There will be five classes of uniforms:

Class A: Shall be worn by all permanent park rangers, law enforcement specialist, regional managers, park supervisors, park interpreters, conservation staff specialist for Environmental Program (EIP), and park ranger technician III, administrator, deputy administrator and park & rec planner wear uniforms occasionally.

Class B: Shall be worn by all maintenance repair specialists, facility supervisors, facility manager, radio technicians, water system operators, and equipment mechanics.

Class C: Shall be worn by all park technicians I and II and maintenance workers.

Class D: Shall be worn by all park aids.

Class E: Shall be worn by all life guards.

PRIOR POLICY: Replaces policy #20-1 on 5/2/12.

PROCEDURES

- I. Written procedures for purchasing uniforms are outlined in Attachment A. Attachment B shows an example of all order forms from VF Solutions.
- II. Attachment C shows the uniform allowance table for each class.
- III. Optional items can be purchased with the uniform allowance, or a combination of personal and allowance funds.

Personnel #20-1	Uniforms	Rev. 3/2014	Page 2 of 5
----------------------------------	-----------------	------------------------------	------------------------------

- IV. All uniformed employees shall comply with the Uniform Standards shown in Attachment D.
- V. All uniformed employees shall sign the Uniform Policy Verification form, ADM-40, shown in Attachment E.

RULES:

- I. All field employees except clerical/accounting staff are required to wear a uniform. It is the regional manager and park supervisor's responsibility to insure that all employees are dressed in accordance with this policy. The regional manager may make individual exceptions, with the concurrence of the deputy administrator, and the administrator.
- II. Uniforms may only be worn when an employee is on official duty and to and from work. Employees, when in uniform, may not engage in gambling, drinking alcoholic beverages, or other activities, which may detract from the public image of the division.
- III. Ties shall be worn when in formal situations, such as court appearances, public meetings, special programs, or when directed by the unit supervisor, regional manager, deputy administrator or the administrator.
- IV. First responder, emergency medical technician (EMT) and United States/Nevada flag pins are the only acceptable jewelry to be worn on the uniforms, unless the administrator authorizes a written exception.
- V. *Seasonal Class C and D positions shall wear blue denim jeans/shorts, dark colored belts, preferably brown leather.* Shoes or boots should be sturdy, brown or tan, with no open toes or backs. Socks may be white, tan, brown or black.
- VI. Supervisors shall do compliance checks to assure compliance with policy.

NOTES:

- I. The Nevada Division of State Parks patch shall be worn on all Class A through D uniforms. It will be centered and sewed one inch below the left shoulder seam (or where shoulder seam should be located) on shirts, jackets and coveralls. Currently this patch is sewn on by the contractor.
- II. The Nevada Division of State Parks metal badge will be worn by all commissioned officers and will be worn over the left pocket on shirts. Cloth badges may be worn on outerwear and on the Class A polo shirt.
- III. Maternity wear will be comprised of either of the first two items listed below plus the shirt:
 - A. Pants - Dark brown, coverall type, gabardine or denim type material, patch pockets, and no cuffs on legs.
 - B. Bib overalls - Dark brown.
 - C. Shirt - Khaki/tan, long or short sleeve, button front, uniform shirt to be worn inside bib overalls.
- IV. On shirts with pockets, name tags will be worn centered over the right pocket with bottom edge touching the top of the pocket of shirts and jackets. Optional years of service attachment plate may be worn under nametag and nametag moved up to compensate. Seasonal name tags will be worn centered on the right side, even with the top of the right breast pocket. *Name tags will include either first and last name or first initial and last name. Employees, at their own expense, can have their name professionally embroidered on the uniform shirts in lieu of wearing a name badge.*

Personnel #20-1	Uniforms	Rev. 3/2014	Page 3 of 5
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- V. The Emergency Medical Technician, first responder pins (optional), and Nevada and/or American flag pin may be worn centered 2" above the nametag over the right breast pocket. All pins may be worn at a time together, as long as the American flag is above the other pins. *The American flag patch can be sewn on the right shoulder of the uniform shirt, in accordance with flag etiquette.*
- VI. NRS 281.121, on or after July 1, 1985:
1. "An employee of the State of Nevada who is required to purchase and wear a uniform while performing their duties is entitled to receive from his employer each quarter an allowance which is equal to one-fourth of the cost of the uniform is required to wear, including the cost of any required accessories such as a flashlight, gun or whistle. The employer shall determine the cost of the required uniform and accessories at the beginning of each quarter and determine the allowance accordingly.
 2. In addition to the quarterly allowance, a person who:
 - (a) Is hired by the State of Nevada for a position; or
 - (b) Assumes a position, which is new to that person, for whom he is required to purchase and wear a uniform, is entitled to an initial reimbursement for the cost of one uniform and any required accessories.
 3. An employer must obtain the prior approval of the budget division of the department of administration before designating a uniform to be worn by an employee pursuant to subsection 1."
- VII. Any seasonal employee who is required to wear a uniform will be issued the specified allowance for an initial full uniform, with respect to seasonal uniforms the number under life expectancy is seasons not years.
- VIII. Uniform replacement costs are determined over a 12-month period that coincides with the fiscal year. Uniform allowances for replacement uniform components will be pro-rated accordingly, to be distributed on a quarterly basis at the beginning of the quarter for seasonal employees. Permanent, Class A and B, employees receive the annual replacement cost at the beginning of the fiscal year.
- IX. *All State park employees are authorized to wear the Nevada State Park official staff polo shirt with embroidered logo and the 100% cotton button shirt, long or short sleeve, with the embroidered logo. This is not a permanent staff uniform, but does convey the inference that the wearer is associated with Nevada State Parks. These shirts will not be worn with commissioned ranger protective equipment (CRPA) unless the CRPA is low profile. Employees are encouraged to wear these shirts to public meetings, training, in the office, and park visits. These shirts can be purchased using uniform allowance funds.*
- X. When wearing optional items, you must wear items listed in the optional section for that class. No other equivalent is authorized, unless it is stated in the specification or elsewhere in this policy.
- XI. *Class A law enforcement polo shirt. This short sleeve shirt is an optional item that is not available through the uniform contract. It may be worn in lieu of the dress shirt (long or short sleeve) that are listed in attachment B. It is intended for use in warm weather and a will typically be paired with the uniform cargo pants. The Class A polo shirt is a 5.11 tactical polo in silver/tan color and must have "Ranger" embroidered in 1 1/2" – 2" black lettering in block style font and have a Nevada State Park badge patch sewn onto the left breast are of the shirt.*

UNIFORM SPECIFICATIONS:

CLASS A - PERMANENT PARK RANGERS, CONSERVATION STAFF SPECIALISTS, LAW ENFORCEMENT SPECIALIST, PARK SUPERVISORS, PARK INTERPRETERS, PARK RANGER TECHNICIAN III, REGIONAL MANAGERS, ADMINISTRATOR, AND DEPUTY ADMINISTRATOR.

Personnel #20-1	Uniforms	Rev. 3/2014	Page 4 of 5
----------------------------	-----------------	------------------------	------------------------

Required and optional uniforms are listed on the order form (see Attachment B).

All Class A uniform items, with the exception of the Class A polo shirt, are available through the uniform vendor contract.

CLASS B - PERMANENT MAINTENANCE REPAIR SPECIALISTS AND WORKERS, FACILITY SUPERVISORS, RADIO TECHNICIANS, SEWER TREATMENT PLANT OPERATORS, AND MECHANICS

All Class B uniform items are available through the uniform vendor contract.

Required and optional uniforms are listed on the order form (see Attachment B).

CLASS C - SEASONAL EMPLOYEES – PARK TECHNICIANS I AND II, SEASONAL MAINTENANCE REPAIR WORKERS

All Class C uniform items are available through the uniform vendor contract. .

Required and optional uniforms are listed on the order form (see Attachment B).

Pant/Short Criteria: Only blue denim jeans or shorts can be worn and must have no holes, tears, or rips and must be plain with no decorations and must have a hemmed seam. Jeans or shorts must be worn around the waist and properly fitted. Underwear must be covered. Shorts must be no shorter than 4" above the knee and not longer than the bottom of the knee to be acceptable. Capri length pants are not allowed. Excessively baggy pants or shorts as well as excessively tight pants or shorts are unacceptable. The park supervisors will determine what is acceptable.

CLASS D – PARK AIDS

All Class D uniform items are available through the uniform vendor contract. .

Required and optional uniforms are listed on the order form (see Attachment B).

Pant/Short Criteria: Only blue denim jeans or shorts can be worn and must have no holes, tears, or rips and must be plain with no decorations and must have a hemmed seam. Jeans or shorts must be worn around the waist and properly fitted. Underwear must be covered. Shorts must be no shorter than 4" above the knee and not longer than the bottom of the knee to be acceptable. Capri length pants are not allowed. Excessively baggy pants or shorts as well as excessively tight pants or shorts are unacceptable. The park supervisors will determine what is acceptable.

CLASS E - SEASONAL LIFEGUARDS

Beach patrol uniforms are not currently available through contract. All items are purchased by the park as agency issued items.

Required

Swimsuit-Female: Work - Solid navy-blue one piece or two piece lycra material. On right thigh area, same printing as on right leg of shorts.

Board short – Male and Female: Solid navy-blue, shorts made of quick dry material. Beach Patrol emblem will be silk-screened on lower right leg.

Sweats: Work - Solid navy-blue tops and bottoms. Tops: Cotton blend medium fleece, crew neck with identical printing as t-shirt. Bottoms: Cotton blend medium fleece with drawstring, identical printing as shorts.

Personnel #20-1	Uniforms	Rev. 3/2014	Page 5 of 5
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Jacket: Work - Solid navy-blue nylon outer shell and micro fleece inner shell, water resistant. Printing identical to t-shirt.

Shirt: Work - Male and Female- Solid navy-blue t-shirt made of quick dry nylon or lycra material with BEACH PATROL and emblem on back and left breast. All letters and emblems will be in white.

Optional

Footwear: Work - Sport Sandals, name brand sport sandal such as "Teva" or "Nike" with both toe and heel adjustable straps and hard rubber sole OR low cut lace up or pull on tennis shoe.

Hat: Work - Straw Hat, L.A. County type, natural color or ball cap available through uniform vendor contract.

Swimsuit-Male: Work - Solid navy-blue or black "Speedo" type swimsuit, no lettering. This is an optional swim trunk that can be worn with the men's shorts. It does not replace the short, which are a dual purpose garment.

Original signed by:	
<u>SIGNED</u>	<u>3/25/14</u>
Eric Johnson, Administrator	Date

Original signed by:	
<u>SIGNED</u>	<u>4/1/14</u>
Leo Drozdoff, Director	Effective Date

Review Date: _____

ORDERING UNIFORMS

UNIFORMS CAN BE ORDERED BY FAX, PHONE OR THE VF IMAGEWEAR WEBSITE: uniforms.vfimagewear.com. THE WEBSITE OFFERS THE BEST WAY TO VIEW ITEMS AND SIZES AVAILABLE AND TO SEE YOUR ACCOUNT BALANCE.

TO LOG-IN ONLINE ENTER YOUR EMPLOYEE ID # PROVIDED BY THE DIVISION OFFICE AS BOTH THE USER ID AND THE PASSWORD

FOR EXAMPLE:

USER ID *: S123

PASSWORD *: S123

CLICK: LOGIN

CHOOSE: *VIEW BALANCE OR CONTINUE*

IF YOU HAVE ANY QUESTIONS OR CONCERNS CALL VF IMAGEWEAR AT 800-334-9087 OR CONTACT YOUR REGION OFFICE.

WHEN YOU RECEIVE YOUR UNIFORM ITEMS THE CUSTOMER COPY WILL BE IN THE BOX. INITIAL, DATE AND FORWARD THE CUSTOMER COPY TO YOUR REGION OFFICE OR DIVISION OFFICE WITHIN 3 BUSINESS DAYS. IF YOU SPENT ALL OF YOUR ALLOWANCE AND WOULD LIKE SOMETHING ELSE FROM THE UNIFORM LIST, YOU CAN ORDER USING YOUR PERSONAL FUNDS.

FOR PERMANENT EMPLOYEES: UNIFORM ALLOWANCE MUST BE SPENT BY MAY 15TH AND THERE WILL NOT BE A BALANCE FORWARD. AT THE BEGINNING OF THE NEW FISCAL YEAR YOU WILL BE GIVEN YOUR YEARLY ALLOWANCE ONCE YOU HAVE BEEN WITH PARKS FOR A FULL YEAR.

FOR SEASONAL EMPLOYEES: ANY BALANCE REMAINING AFTER JUNE 30TH WILL BE REMOVED. THERE WILL NOT BE A BALANCE FORWARD. AT THE NEW FISCAL YEAR YOU WILL BE ISSUED YOUR QUARTERLY.

RETURN POLICY

UNIFORMS MUST BE RETURNED WITH IN THIRTY DAYS OF DELIVERY. WHEN A UNIFORM IS DELIVERED IT WILL HAVE A RETURN FORM. KEEP THE FORM UNTIL YOU KNOW FOR SURE YOU WILL BE KEEPING YOUR ORDER. IF YOU NEED TO RETURN AN ORDER, COMPLETE THE RETURN FORM AND MARK A REASON WHY IT IS BEING RETURNED. RETURN THE ITEM IN THE ORIGINAL PACKAGE TO YOUR REGION OFFICE ALONG WITH THE RETURN FORM. THE REGION OFFICE WILL SHIP THE RETURN AND KEEP THE TRACKING NUMBER ON HAND.



VF Imagewear, Inc.

P.O. Box 140995

Nashville, TN 37214

(phone) 1-800-334-9087

(fax) 1-615-886-1298

Nevada State Parks Class A (Ranger) Uniform Order Form

Uniform ID#

Employee Name

Shipping Address

City/State/Zip

Telephone

E-mail

Please circle the credit card you will use for the amount

that is over your allowance or for optional purchases.

16 digit Account #

Master Card

Discover Am Express

Expiration Date

Allowance Items

	Male	Size	Length / Width	Female	Size	Length / Width	Unisex	Size	Qty	Price	Extended Price
New Generation 3 Jacket	Brown						NV3316			\$134.50	
5.11 Jacket	Tan						NV3030B			\$313.00	
Cold Weather Summit Duty Jacket	Brown						NV3410B			\$259.00	
Brown Duck Chore Coat	Brown						NV3027B			\$81.85	
Insulated Snap on Hood (for Jacket)	Brown						NV3028B	One size		\$11.25	
Insulated Duck Bib Overall	Brown						BD30BD			\$68.85	
Unlined Coverall	Dk Brown						CT10BN			\$24.00	
Brown Duck Vest	Brown						NV3028B			\$40.55	
Thermal Zip Sweatshirt	Cocoa						US5010B			\$43.30	
Commando Sweater	Brown						NV5115			\$45.00	
Wrangler Cowboy Cut Jean (Specify Length)	Brown	BL2012								\$19.50	
Brown Duck Pant (Specify Length)	Brown	FS2003								\$51.00	
Special Ops Cargo Pants (Specify Length)	Brown	FS2040								\$39.00	
Dress Pants	Brown	HS2512								\$25.50	
Cargo Shorts	Brown						NV2125B			\$33.75	
Dress Shirt, Long Sleeve	Tan	NV1124					NV1176			\$35.00	
Dress Shirt, Short Sleeve	Tan	NV1222					NV1277			\$30.00	
Polo, Short Sleeve w/State logo	Tan						NV5016			\$26.75	
Short Sleeve Base Layer Shirt	White						NV5231B			\$26.00	
Short Sleeve New Work Shirt men/woman	Tan	FS1005								\$22.75	
with option patch, embro, flag	Tan	FS1003					FS1004			\$26.75	
Long Sleeve New Work Shirt men/woman	Tan									\$26.75	
with option patch, embro, flag	Tan	FS1003					FS1004			\$26.75	
Hi-Tech Back Country Hiking Boots	Brown	NP6134					NP6135			\$61.00	
Thorogood Boot	Brown	NV6021								\$145.00	
10 Justin Roper	Tan	NV6112B								\$120.75	
Plain-toe Work Boot	Brown	NP6109								\$98.00	
6" Composite Toe Boot	Brown	NV6106B								\$115.00	
8" Wolverine Insulated Boot	Brown	NV6111B								\$125.00	
8" Wolverine Insulated Boot	Brown	NV6110B								\$125.00	
7" Danner Roughhouse Hiking Boot	Brown	NV6019B					NV6020B			\$167.00	
Brown Leather Work Belt	Brown									\$19.95	
Danner Wool Sock	Tan						NP7691			\$13.95	
Stratton Western Hat	Chocolate						NV7132B			\$143.45	
Henschel Mesh Sun Hat	Khaki						NV7029B			\$29.80	
Wool Knit Ski Cap	Brown						FS7112	One size		\$7.50	
Twill Ball Cap w/State logo	Brown						NV7089B	SM, LXL		\$11.80	
Nameplate	Brass						NV7181	One size		\$9.50	
Clip On Tie, 15"	Brown						FS7108	15"		\$5.00	
Clip On Tie, 17"	Brown						FS7138	17"		\$5.00	
Clip On Tie, 19"	Brown						FS7125	19"		\$5.00	
Total											

To place an order, fax order form to 1-615-886-1298, or call Customer Service at 1-800-334-9087

4/10/2014



VF Imagewear, Inc.
P.O. Box 140995
Nashville, TN 37214
(phone) 1-800-334-9087
(fax) 1-615-886-1298

Nevada State Parks Class B (Maintenance) Uniform Order Form

Uniform ID# _____
Employee Name _____
Shipping Address _____
City/State/Zip _____
Telephone _____
E-mail _____

Please circle the credit card you will use for the amount that is over your allowance or for optional purchases.
16 digit Account # _____
Expiration Date _____
Visa Card Discover Am Express

Allowance Items		Male	Size	Length / Width	Female	Size	Length / Width	Unisex	Size	Qty	Price	Extended Price
New Generation 3 Jacket	Brown							NV3316			\$134.50	
New 5.14 Jacket	Tan							NV3030B			\$313.00	
Cold Weather Summit Duty Jacket	Brown							NV3410B			\$259.00	
Brown Duck Chore Coat	Brown							NV3027B			\$61.85	
Insulated Snap on Hood (for Jacket)	Brown							NV3029B	One size		\$11.25	
Insulated Duck Bib Overall	Brown							BD30BD			\$68.85	
Unlined Coverall	Dk Brown							CT10BN			\$24.00	
Brown Duck Vest	Brown							NV3028B			\$40.55	
Thermal Zip Sweatshirt	Cocoa							US5010B			\$43.30	
Commando Sweater	Brown							NV5115			\$45.00	
Wrangler Cowboy Cut Jean (Specify Length)	Brown										\$19.50	
Brown Duck Pant (Specify Length)	Brown										\$51.00	
Special Ops Cargo Pants (Specify Length)	Brown										\$39.00	
Cargo Shorts	Brown							NV2125B			\$33.75	
Work Shirt, Long Sleeve with option patch, embro, flag	Tan										\$26.75	
Work Shirt, Short Sleeve with option patch, embro, flag	Tan										\$22.75	
Polo, Short Sleeve w/State logo	Tan							NV5016			\$26.75	
Short Sleeve Base Layer Shirt	White							NV5231B			\$26.00	
Thorogood Hiking Boot	Brown							NV6021B			\$145.00	
Hi-Tech Back Country Hiking Boots	Brown										\$81.00	
10 Justin Roper	Tan										\$120.75	
Plain-toe Work Boot	Brown										\$98.00	
6" Composite Toe Boot	Brown										\$115.00	
8" Wolverine Insulated Boot	Brown										\$125.00	
8" Wolverine Insulated Boot	Brown										\$125.00	
7" Danner Roughhouse Hiking Boot	Brown										\$167.00	
Wool Knit Ski Cap	Brown							FS7112	One size		\$7.50	
Twill Ball Cap w/State logo	Brown							NV7089B	S/M, L/XL		\$11.80	
Stratton Western Hat	Chocolate							NV7132B			\$143.45	
Henschel Mesh Sun Hat	Khaki							NV7029B			\$29.80	
Danner Wool Sock	Tan							NP7691			\$13.95	
Brown Leather Work Belt	Brown							FS7006			\$19.95	
Nameplate	Brass							NV7181	One size		\$9.50	
LIST NAME: _____											Total	4/10/2014

To place an order, fax order form to 1-615-886-1298, or call Customer Service at 1-800-334-9087

Nevada State Parks Class C (Techs & Seasonal Maintenance) Uniform Order Form



VF Imagewear, Inc.

P.O. Box 140995

Nashville, TN 37214

(phone) 1-800-334-9087

(fax) 1-615-886-1298

Uniform ID#

Employee Name

Shipping Address

City/State/Zip

Telephone

E-mail

Please circle the credit card you will use for the amount that is over your allowance or for optional purchases.

16 digit Account #

Expiration Date

Master Card Discover Am Express

Allowance Items

		Male	Size	Length	Female	Size	Length	Unisex	Size	Qty	Price	Extended Price
Work Shirt, Short Sleeve with embroidery	Tan	FS1005			FS1006						\$22.75	
Polo, Short Sleeve w/State logo	Tan							NV5016			\$26.75	
Work Shirt, Long Sleeve with embroidery	Tan	FS1003			FS1004						\$26.75	
Nameplate	Brass	LIST NAME:						NV7181	One size		\$9.50	
Thermal Zip Sweatshirt	Cocoa							US5010B			\$43.30	
Twill Ball Cap w/State logo	Brown							NV7089B	S/M, L/XL		\$11.80	
Henschel Mesh Sun Hat	Khaki							NV7029B			\$29.80	
Work Jacket	Brown							NV3007			\$30.00	
Total												

To place an order, fax order form to 1-615-886-1298, or call Customer Service at 1-800-334-9087

*All orders for nameplates must be faxed in

First and Last name to be engraved in black ink

Please print name exactly as you want it to appear on nameplate:



VF Imagewear, Inc.

P.O. Box 140995

Nashville, TN 37214

(phone) 1-800-334-9087

(fax) 1-615-886-1298

Nevada State Parks Class D (Park Aids) Seasonal Uniform Order Form

Uniform ID#

Employee Name

Shipping Address

City/State/Zip

Telephone

E-mail

Please circle the credit card you will use for the amount that is over your allowance or for optional purchases.

Master Card Discover Am Express

16 digit Account #

Expiration Date

Allowance Items

		Male	Size	Length	Female	Size	Length	Unisex	Size	Qty	Price	Extended Price
Work Shirt, Short Sleeve with embroidery	Tan	FS1005			FS1006			NV5016			\$22.75	
Polo, Short Sleeve w/State logo	Tan										\$26.75	
Nameplate *	Brass							NV7181	List Name Below		\$9.50	
Work Shirt, Long Sleeve with embroidery	Tan	FS1003			FS1004						\$26.75	
Henschel Mesh Sun Hat	Khaki							NV7029B			\$29.80	
Twill Ball Cap w/State logo	Brown							NV7089B	S/M, L/XL		\$11.80	
Work Jacket	Brown							NV3007			\$30.00	
Thermal Zip Front Sweatshirt	Brown							US5010B			\$43.30	
Total												

To place an order, fax order form to 1-615-886-1298, or call Customer Service at 1-800-334-9087

*All orders for nameplates must be faxed in First and Last name to be engraved in black ink

Please print name exactly as you want it to appear on nameplate:



VF Imagewear Inc.

NV State Parks Agency Issue

fax to: Michele Hudson @ 684-2777

FROM:

(phone) 1-800-334-9087

UNIFORM ID NUMBER:

(fax) 1-615-886-1298

REGION:

web address: uniforms.vfimagewear.com

PARK:

PHONE:

Approval Signature: _____

Agency Issued Items: Volunteers		Unisex	Size	Qty	Price	Extended Price
Polo, Short Sleeve w/Volunteer logo	Tan	NV5017			\$26.75	
Twill Ball Cap w/ Volunteer logo (embroidery # EL8962 will be on hat)	Brown	NV7089B	S/M, L/XL		\$11.80	
					Total	
Agency Sublimated Emblem - 110 piece minimum order required		EM3190	N/A		\$4.75	
					Total	

*All orders for nameplates must be faxed in

First and Last name to be engraved in black ink

Please print name exactly as you want it to appear on nameplate

If nameplates are ordered for multiple employees, please use the bulk nameplate order form

(fax) 1-615-886-1298

Ship to :

Nevada State Parks

Attn:

Michele Hudson

Address:

901 S. Stewart St

City/State/Zip:

Carson City, NV 89701

Phone: _____

775-684-2779

Approval Signature:

[illegible]

UNIFORM ALLOWANCES
2013/2015 BIENNIAL BUDGET
FINAL

UNIFORM ALLOWANCE- ON CONTRACT	INITIAL QUANTITY	UNIT COST	TOTAL INITIAL COST	YEARS EXPECT. LIFE	ANNUAL REPLACE COST
CLASS A UNIFORM (PERMANENT RANGERS/RANGER TECH HP/PARK AND REC PLANNER/ CONSERVATION STAFF SPECIALADMINISTRATOR/DEPUTY ADMINISTRATOR):					
DRESS PANTS- 4 POCKET	1	\$26.00	\$26.00	2	\$13.00
WORK JEANS	2	\$18.00	\$36.00	1	\$36.00
SHORT SLEEVE SHIRT	3	\$30.00	\$90.00	2	\$45.00
LONG SLEEVE SHIRT	2	\$34.00	\$68.00	2	\$34.00
BOOT-JUSTIN ROPER	1	\$120.75	\$120.75	1	\$120.75
JACKET-NEW GEN 3	1	\$149.95	\$149.95	4	\$37.49
COVERALLS-UNLINED	1	\$21.60	\$21.60	3	\$7.20
POLO SHIRT W/LOGO	1	\$18.50	\$18.50	1	\$18.50
WESTERN STYLE HAT	1	\$143.45	\$143.45	5	\$28.69
NECKTIE-18"	1	\$5.00	\$5.00	5	\$1.00
BELT	1	\$19.95	\$19.95	2	\$9.98
NAME TAG	1	\$8.50	\$8.50	1	\$8.50
TOTAL-CONTRACT AMOUNT			\$707.70		\$369.10
CURRENT BIENNIIUM RATES:					
	(11/13)		\$735.50		\$382.86
ADDITION/SAVINGS:					
			(\$27.80)		(\$2.76)
AGENCY ISSUE:					
TIE TACK	1	\$6.50	\$6.50	5	\$1.30
TOTAL			\$6.50		\$1.30
CURRENT BIENNIIUM RATES:					
	(11/13)		\$4.50		\$0.90
ADDITION/SAVINGS:					
			\$2.00		\$0.40
GRAND TOTAL CLASS A:			\$714.20		\$361.40
OPTIONAL/ NON-MANDATORY ITEMS:					
(CAN BE PURCHASED WITH UNIFORM ALLOWANCE FUNDS.)					
CARGO POCKET PANT		\$29.50			
CARGO POCKET SHORTS		\$33.75			
WRANGLER WORK PANTS		\$19.50			
STOCKING CAP		\$7.00			
HIKING BOOTS		\$80.00			
WORK BOOTS		\$79.50			
SAFETY TOE WORK BOOT		\$115.00			
8" WOLVERINE INSULATED BOOTS	(M) \$122.75 (W)\$126.50				
CANVAS DUCK JACKET		\$61.85			
COLD WEATHER JACKET		\$133.00			
HOOD-COLD WEATHER JACK		\$30.00			
BROWN DUCK VEST		\$40.55			
NECKTIE- 15"		\$5.00			
NECKTIE- 17"		\$5.00			
SUN PROTECTION HAT-TWILL		\$28.70			
SUN PROTECTION HAT-MESH		\$29.80			
SWEATER		\$34.95			
BALL CAP W/LOGO		\$7.25			
INSULATED BIB OVERALLS		\$67.85 NEW			
DUCK DOUBLE STITCHED PANTS		\$51.00 NEW			
DANNER WOOL SOCKS		\$13.95 NEW			
DANNER ROUGHHOUSE HIKING BOOT		\$167.00 NEW			
BASE LAYER SHIRT		\$25.10 NEW			
SHERPA LINED SWEATSHIRT		\$43.30 NEW			

**UNIFORM ALLOWANCES
2013/2015 BIENNIAL BUDGET
FINAL**

AGENCY ISSUE:	INITIAL QUANTITY	UNIT COST	TOTAL INITIAL COST	YEARS EXPECT. LIFE	ANNUAL REPLACE COST
PARK RANGER LAW ENFORCEMENT AGENCY ISSUE					
L.E. BADGE AND I.D.	1	\$78.10	\$78.10	10	\$7.81
HOLSTER-HI PROFILE	1	\$75.60	\$75.60	4	\$18.90
HOLSTER-LOW PROFILE	1	\$30.00	\$30.00	4	\$7.50
HANDCUFFS-CHAINED	1	\$24.99	\$24.99	10	\$2.50
HANDCUFFS-HINGED	1	\$34.99	\$34.99	10	\$3.50
HANDCUFF CASE	1	\$14.40	\$14.40	4	\$3.60
EQUIPMENT BELT(duty)	1	\$18.00	\$18.00	4	\$4.50
MAGAZINE POUCH	1	\$21.00	\$21.00	4	\$5.25
BELT KEEPER	4	\$9.99	\$39.96	4	\$9.99
UNDER BELT	1	\$13.20	\$13.20	4	\$3.30
KEY CARRIER	1	\$10.20	\$10.20	4	\$2.55
BATON HOLDER	1	\$23.00	\$23.00	4	\$5.75
POLICE BATON	1	\$98.00	\$98.00	10	\$9.80
FLASHLIGHT(rechargeable)	1	\$145.00	\$145.00	5	\$29.00
FLASHLIGHT CASE	1	\$8.00	\$8.00	4	\$2.00
PEPPER SPRAY HOLDER(oc)	1	\$33.78	\$33.78	4	\$8.45
TASER HOLDER	1	\$50.99	\$50.99	4	\$12.75
2% inflation adjustment			\$0.00		\$0.01
TOTAL			\$719.21		\$137.15

ITALICIZED/BOLD ITEMS ARE NEW

CURRENT BIENNIUM RATES: (11/13) \$727.25 \$139.15
 ADDITION/SAVINGS: -\$8.04 -\$2.00

UNIFORM ALLOWANCES
UNIFORM ALLOWANCES
2013/2015 BIENNIAL BUDGET
FINAL

UNIFORM ALLOWANCE-ON CONTRACT	INITIAL QUANTITY	UNIT COST	TOTAL		YEARS EXPECT. LIFE	ANNUAL REPLACE COST
			INITIAL COST			
CLASS B UNIFORM (PERMANENT MAINTENANCE/MECHANIC PERSONNEL):						
WORK JEANS	3	\$18.00	\$54.00		1	\$54.00
SHORT SLEEVE SHIRT	3	\$21.50	\$64.50		2	\$32.25
LONG SLEEVE SHIRT	2	\$24.50	\$49.00		2	\$24.50
FOOTWEAR -WORK BOOT	1	\$79.50	\$79.50		1	\$79.50
CANVAS DUCK JACKET	1	\$61.85	\$61.85		3	\$20.62
POLO SHIRT W/LOGO	1	\$18.50	\$18.50		1	\$18.50
BELT	1	\$19.95	\$19.95		2	\$9.98
COVERALLS-LINED	1	\$89.50	\$89.50		3	\$29.83
COVERALLS-UNLINED	1	\$21.60	\$21.60		3	\$7.20
NAME TAG	1	\$8.50	\$8.50		1	\$8.50
SUN PROTECTION HAT: (TWILL OR MESH)	1	\$29.80	\$29.80		1	\$29.80
2% inflation adjustment			\$0.00			\$0.00
TOTAL-CONTRACT AMOUNT			\$496.70			\$314.68

CURRENT BIENNIAL RATES: (11/13) \$512.45 \$313.87
 ADDITION/SAVINGS: (\$15.75) \$0.81

OPTIONAL/ NON-MANDATORY ITEMS: (CAN BE PURCHASED WITH UNIFORM ALLOWANCE FUNDS.)

CARGO POCKET PANT	\$29.50
CARGO POCKET SHORTS	\$33.75
DRESS PANTS	\$26.00
WRANGLER WORK PANT	\$19.50
HIKING BOOTS	\$80.00
BOOTS-JUSTIN ROPER	\$120.75
WORK BOOT- SAFETY TOE	\$115.00
8" WOLVERINE INSULATED BOOTS	(M) \$122.75 (W)\$126.50
COLD WEATHER JACKET	\$133.00
HOOD-COLD WEATHER	\$30.00
STOCKING CAP	\$7.00
JACKET-NEW/GEN 3	\$149.95
SWEATER	\$34.95
BALL CAP W/LOGO	\$7.25
INSULATED BIB OVERALLS	\$67.85 NEW
DUCK DOUBLE STITCHED PANTS	\$51.00 NEW
WESTERN STYLE HAT	\$143.45 NEW
DANNER WOOL SOCKS	\$13.95 NEW
DANNER ROUGHHOUSE HIKING BOOT	\$167.00 NEW
BASE LAYER SHIRT	\$25.10 NEW
SHERPA LINED SWEATSHIRT	\$43.30 NEW

UNIFORM ALLOWANCES
2013/2015 BIENNIAL BUDGET
FINAL

	INITIAL	UNIT	TOTAL	YEARS	ANNUAL
UNIFORM ALLOWANCE- ON CONTRACT	QUANTITY	COST	INITIAL	EXPECT.	REPLACE
			COST	LIFE	COST
CLASS C UNIFORM (TECH I & II, SEASONAL MAINT.):					
WORK JEANS	2	\$18.00	\$36.00	1	\$36.00
SHORT SLEEVE SHIRT	2	\$21.50	\$43.00	1	\$43.00
NAME TAG	1	\$8.50	\$8.50	1	\$8.50
BALL CAP OR SUN PROTECT HAT:	1	\$29.80	\$29.80	1	\$29.80
(TWILL OR MESH)					
JACKET	1	\$29.00	\$29.00	2	\$14.50
TOTAL CONTRACT AMOUNT			\$146.30		\$131.80

NOT ISSUED

With respect to seasonal uniforms the number under life expectancy is seasons not years.

CURRENT BIENNIAL RATES: (11/13) **\$130.45** **\$115.95**

ADDITION/SAVINGS: **\$15.85** **\$15.85**

OPTIONAL/ NON-MANDATORY ITEMS: (CAN BE PURCHASED WITH UNIFORM ALLOWANCE FUNDS.)

LONG SLEEVE WORK SHIRT \$24.50

CARGO POCKET SHORTS \$33.75

POLO SHIRT W/LOGO \$18.50

DUCK DOUBLE STITCHED PANTS \$51.00 NEW

SHERPA LINED SWEATSHIRT \$43.30 NEW

**UNIFORM ALLOWANCES
2013/2015 BIENNIAL BUDGET
FINAL**

UNIFORM ALLOWANCE- ON CONTRACT	INITIAL QUANTITY	UNIT COST	TOTAL INITIAL COST	YEARS EXPECT. LIFE	ANNUAL REPLACE COST
CLASS D UNIFORM (PARK AIDS):					
WORK JEANS	2	\$18.00	\$36.00	1	\$36.00
SHORT SLEEVE SHIRT	2	\$21.50	\$43.00	1	\$43.00
NAME TAG	1	\$8.50	\$8.50	1	\$8.50
BALL CAP OR SUN PROTECT HAT: (Twill OR MESH)	1	\$29.00	\$29.00	1	\$29.00
2% inflation adjustment			\$0.00		\$0.00
TOTAL-CONTRACT AMOUNT			\$116.50		\$116.50

NOT ISSUED

With respect to seasonal uniforms the number under life expectancy is seasons not years.

CURRENT BIENNIIUM RATES: (11/13) **\$103.95** **\$103.95**
ADDITION/SAVINGS: **\$12.55** **\$12.55**

OPTIONAL/ NON-MANDATORY ITEMS: (CAN BE PURCHASED WITH UNIFORM ALLOWANCE FUNDS.)
 LONG SLEEVE WORK SHIRT \$24.50
 CARGO POCKET SHORTS \$33.75
 POLO SHIRT W/LOGO \$18.50
 BALL CAP W/LOGO \$7.25
 WORK JACKET \$29.00
 DUCK DOUBLE STITCHED PANTS \$51.00 NEW
 SHERPA LINED SWEATSHIRT \$43.30 NEW

UNIFORM ALLOWANCES
2013/2015 BIENNIAL BUDGET
FINAL

AGENCY ISSUE:	INITIAL QUANTITY	UNIT COST	TOTAL INITIAL COST	YEARS EXPECT. LIFE	ANNUAL REPLACE COST
CLASS E UNIFORM (SEASONAL LIFE GUARDS): AGENCY ISSUE					
SWIMSUIT-FEMALE	1	\$50.00	\$50.00	1	\$50.00
JACKET	1	\$60.00	\$60.00	3	\$20.00
SHIRT	2	\$12.00	\$24.00	1	\$24.00
SWEAT PANTS	1	\$25.00	\$25.00	2	\$12.50
SWEAT SHIRT	1	\$30.00	\$30.00	2	\$15.00
BALL CAP OR SUN PROTECT HAT:	1	\$14.95	\$14.95	2	\$7.48
2% inflation adjustment			\$0.00		\$0.00
TOTAL			\$203.95		\$128.98

NEW

With respect to Lifeguard uniforms the number under life expectancy is seasons not years.

Costs include silkscreening or embroidery of beach patrol emblem.

CURRENT BIENNIAL RATES: (11/13)

ADDITION/SAVINGS:

\$189.00 **\$121.50**
\$14.95 **\$7.47**

OPTIONAL/ NON-MANDATORY ITEMS:

(CAN BE PURCHASED WITH UNIFORM ALLOWANCE FUNDS.)

MEN'S SPEEDO SWIMSUIT

\$30.00

BOARD SHORTS

\$45.00

UNIFORM STANDARDS FOR ALL NDSP EMPLOYEES

I. Purpose and Scope

This reference manual contains supplementary material to the Nevada Division of State Parks (NDSP) Policy 20:1 Uniforms, and 20:15 Personal Grooming.

II. Background

Definition of Terms:

Personal Appearance: includes all elements of appearance, grooming and personal adornment.

Personal Adornments: are any items not specifically included in the official uniform item lists. Including yet not limited to tattoos, jewelry, pins, buttons, fingernail polish, and body piercing.

Personal Protective Equipment: PPE. Common definition used in the Occupational Safety and Health Act (OSHA) and NDSP policy manual volume 2, Policy 72-4.

Special Work Apparel: items required to safely and efficiently accomplish specific duties.

III. **Authority:** NRS 281.121 allows for compensation for employees required to wear uniforms.

IV. Managing the Uniform Program:

Positions:

Deputy Administrator

- Coordinates all matters pertaining to uniforms, standards, problems, and related issues.
- Prepares and disseminates directives, updates, instructions, and other communications relating to uniform matters.
- Prepares and disseminates uniform guidelines and all changes thereto.
- Evaluates problems, recommendations, and other issues, and advises the Administrator of actions.
- Serves as the division representative for the uniform contract.
- Reviews and approves uniform component specifications.
- Ensures compliance on matters pertaining to the uniform program and uniform voucher system through established channels.
- Appoints special work committee as necessary and appropriate to represent field staff on uniform changes.

Uniform Committee

- Consists of the *administrative services officer, division's accounting assistant III*, the deputy administrator and field staff representing the various uniform classes.
- All clothing that is worn as part of, or with components of, the NDSP uniform is subject to review by this committee, excepting personnel protective equipment that is required by law or regulation. Upon approval by committee, new items and / or proposed uniform allowance changes will be sent to the budget office for inclusion in budget, when necessary.
- Provides advice and counsel on the uniform program including revisions to policy, the uniform supply contract and changes in apparel items. The committee reviews and acts upon recommendations for new or revised uniform items.
- Meets not less than every other year prior to biennium budget presentation for inclusion in Governors recommended budget for agency.

Accounting Assistant III (Division Office)

- Serves as primary information source on the administrative portions of the uniform program and advises park staff as appropriate and necessary.
- Ensures all reports, agency issue orders, authorizations, and allowances are accurate by classification. Assures compliance with procedures for acquiring uniforms, placement of orders and returns, meeting close out requirements, and conforming to all fiscal aspects of system.
- Assures uniform authorizations are coordinated with regional representatives on orders as completed.
- Resolves invoicing.

Accounting Assistants II/III (Region Offices)

- Serves as the primary information source for the region on uniforms.
- Ensures that all orders, authorizations, and shipments are correct and accounted for and assures compliance with procedures for acquiring uniforms, placement of orders through the division office, assists with returns for staff. Sends packing slips and returns as required to division.

Uniform Contractor – Customer Service

- Serves as the primary point for customer service contact with uniformed employees.
- **Does not interpret NDSP uniform policy.**
- *Advises Accounting Assistant III of any problems of a fiscal nature for resolution or when uniform items are to be discontinued requiring a change.*

V. Uniform Positions:

An employee classification that requires wearing of uniforms as a condition of employment will require a form, ADM-40, Uniform Policy Verification, to be signed by employees prior to appointment to any uniformed position regardless of classification acknowledging policy and uniform standards. This form is shown in Attachment E. A copy will be submitted to division personnel to be inserted in their personnel jacket.

VI. Wear and Appearance Standards

Certain rules apply to overall appearance. All uniforms and uniform components must meet the following minimal standards.

- They must be clean and neat at the beginning of the workday.
- They must not be frayed and particular attention should be paid to collar points and cuffs.
- They must be free of excessive wear, including worn areas, shiny spots, and holes, missing buttons, or excessive fading of materials.
- They must be free of offensive odor.
- They must be clean and free of spots, stains, soil or any other foreign substance.
- They must not be faded. Fading is defined as when a uniform is noticeably lighter in coloration than a comparable new item.
- All items should be ordered or altered to sizes that prevent excessive **tightness** or **bagginess**.
- Undershirts, if worn must be either *black*, tan or white in color and should never be visible at the sleeves.

T-shirts will not be worn alone as a uniform shirt. Colored and patterned t-shirts are not permitted.

Wear Standards Specific to Garment

Shirts:

- All buttons except the top button are to be buttoned.
- Long sleeved T-shirts or turtlenecks are never worn with short-sleeved shirts.
- Shirts should always be tucked in.
- When wearing long sleeves, sleeves must be rolled down and buttoned except in situations where safety, soiling, or the work situation necessitates that they be rolled up.

Pants

- All pants are to be hemmed to the proper length. Bottoms of pants must hang no lower than the heel welt and no higher than three inches above the ground.
- Pants bottoms should be as close to parallel with the ground as possible and should not be cuffed or rolled up.
- Waistbands on pants should not roll outward.
- Inseams on authorized uniform shorts will not be altered.

Overalls

- Overalls should be snapped except for the top snap wherever practical.
- Overall are authorized for field/mechanical work but should not be worn as a substitute for the uniform except in extreme climatic conditions.
- The zipper should be closed.

Ball Caps

- Worn level with the bill two fingers above the eyebrow and centered in the front.
- Cap bills may be rolled but not creased.

Pant/Short Criteria (Class C & D)

Only blue denim jeans or shorts can be worn and must have no holes, tears, or rips and must be plain with no decorations and must have a hemmed seam. Jeans or shorts must be worn around the waist and properly fitted. Underwear must be covered. Shorts must be no shorter than 4" above the knee and not longer than the bottom of the knee to be acceptable. Capri length pants are not allowed. Excessively baggy pants or shorts as well as excessively tight pants or shorts are unacceptable. The park supervisors will determine what is acceptable.

Glasses, Sunglasses and Retaining Straps

- Sunglasses may be worn with uniforms. Sunglasses that are dark enough to make it difficult or impossible to see the employee's eyes should not be worn in visitor contact situations except when absolutely necessary, such as when prescribed by a doctor for light sensitivity.
- Mirrored sunglasses are prohibited except on boat patrol.
- Sunglass frames must be conservative color (e.g. gray, black, brown, silver/gold tone metal); bright or neon colors are prohibited.
- Retaining straps must be brown, dark gray, tan, or black.
- Glasses on retaining straps must hang so that neither the strap nor glasses obscure the badge or nametag.

Obsolete Uniform Components

Employees will be allowed to wear discontinued uniform components for reasonable periods of time following the component's removal from the approved uniform list. Dates when such

components may no longer be worn will be established for those items that have been significantly changed. The uniform committee will determine which items will be formally terminated and the date of their obsolescence.

Temporary Suspension of Standards for Exigent Circumstances and Waivers

On rare and limited occasions it may be necessary to briefly suspend all or portions of the uniform standards. A situation might (but not necessarily) include, and is not limited to: Natural disasters where agency identification is required/desired but employee's homes (and uniforms) are wholly or partly inaccessible, or destroyed; very unusual and unanticipated work assignment where the uniform poses a health or safety risk; extreme climatic conditions of short duration.

Waivers: Individuals may request a waiver from the deputy administrator from wearing a specific uniform item, or component only based on the following:

1. Documented allergic reaction to the apparel item; or
2. Uniform contractor cannot supply the right size or fit. When such a waiver is granted, the employee assumes full responsibility and cost for obtaining approved, comparable item(s) from the open market.

Personal Appearance Standards

Background: Federal courts and regulatory agencies have established and supported personal appearance standards for government employees as long as they are reasonable and are related to performance and public expectations. Certain distinctions are made between different types of uniformed employees.

Several courts cases, including **Lowman v. Davies** (1983) and **Jacobs v. Kune** (1976), have established that personal appearance standards may be set for uniformed employees outside of the law enforcement and emergency service community since they serve the public and represent the interests of the employing agency.

Objectives

The Division of State Parks has established appearance standards by policy (20-15) for all staff in order to:

1. Maintain a neutral image that encourages approachability and interactions with the broadest spectrum of the visiting public.
2. Assure employee safety.
3. Maintain positive appearances to the public.
4. Promote relations with cooperating organizations with similar standards.
5. Maintain good order and discipline that is a part of uniformity among all employees.

Standards

Employees must recognize that the public will often judge the effectiveness of the division upon its first impressions. A uniformed employee who is inattentive to his/her personal appearance reflects an unfavorable image not only on her/himself, but also on the agency.

Personal adornments are any items not specifically included in the official uniform item lists, including but not limited to: tattoos, jewelry, pins, buttons, fingernail polish, and body piercing. The following statewide restrictions apply to personal adornments.

- General: Persons choosing to accept a uniformed position are required to minimize personal adornments while wearing a uniform.
- Tattoos will be physically covered to the greatest extent possible.
- Jewelry, rings and studs must not unreasonably detract from the overall appearance of the uniform. Excessive numbers of necklaces, bracelets, or earrings, are not allowed. In addition, supervisors may have to limit jewelry, rings or studs for safety reasons.
- Rings and Studs associated with body piercing should be removed while in uniform, or if it interferes with speaking.
- Fingernails must not be over ¼-inch long.

Law Enforcement and emergency personnel

Courts have made it clear that law enforcement and emergency service personnel are clear representatives of authority who need to be readily recognizable to the public. The need to project a neutral image, thereby minimizing public antagonism in everyday contacts, whether or not cooperation or recognition is needed. The assurance of impartiality is essential to their function. Attention is necessary to minimize safety hazards to employees who are in often physically dangerous situations.

Standards:

- Facial Hair is permitted as long as it is no longer than 1 inch in length. Facial hair must be long enough to indicate that the hair is intentional rather than giving the appearance that the wearer has been negligent in shaving. For this reason, those wishing to have facial hair must grow it during the off-season. Facial hair must be neatly trimmed.
- Hair length may be longer than the bottom of the uniform shirt collar only if properly confined and contained while on duty. Bangs must be above the eyebrows. Any form of haircut or hairstyle that draws more attention than the uniform and detracts from the wearer's authority, such as cuts that produce patterns, designs or contrasting lengths, is prohibited. Sideburns must be not longer than the bottom of the ear.
- Colors not normally found in human hair, is prohibited.

All other Uniformed Employees

Uniformed employees are in the public eye and therefore, have a responsibility to maintain a positive and neutral image. Proper personal appearance emphasizes professional competence and expertise.

- Facial hair will be neatly trimmed, combed, and clean.
- Hair must be clean, and neat. Hair length will not interfere with regularly assigned duties or be a safety hazard. Any form of haircut or hairstyle that draws more attention than the uniform and detracts from the wearer's authority, such as cuts that produce patterns, designs or contrasting lengths are prohibited. Sideburns may be not longer than the bottom of the ear.
- Coloration not normally found in human hair, or any coloration, which is employed to produce unnatural hair patterns through contrasting hair colors, is prohibited.

Conduct and Bearing Standards

Employees who wear a uniform whether commissioned or not, give the appearance of formal authority. Accordingly, uniformed employees of the division are held to a high standard of conduct and behavior, and are expected to act accordingly while in uniform and on duty.

Prohibited Activities: Although proper behavior is expected from uniformed employees under all circumstances, employees are specifically prohibited from the following activities while in uniform or wearing a readily identifiable uniform component:

1. Purchasing or consuming alcoholic beverages, on or off duty in uniform.
2. Gambling in any form while on or off duty.
3. Participating in or attending any demonstration or public event wherein the wearing of the uniform could be construed as agency support for a particular issue, position, or political party.
4. Sleeping while on duty and, or in public view.

Funerals: Commissioned employees may wear a ¾-inch wide black band diagonally across the badge in tribute to public safety officers killed in the line of duty or NDSP employees who died or were killed in the performance of their duties. The band may be worn from the time of death until end of funeral ceremony.

VII. Accountability. Employee Performance and Conduct

Regional managers and supervisors (maintenance or park) have an obligation to ensure their employees understand all appearance requirements and that they have all the forms necessary to order uniforms. Regional managers and supervisors are held to the same performance and conduct standards as the uniformed employees whom they supervise. It is essential for managers and supervisors to set the correct example of proper uniform and personal appearance.

Uniform appearance, personal appearance while in uniform and employee bearing and demeanor are all components of both an employee's performance and conduct. Regional managers and supervisors (maintenance or park) are both responsible and accountable for assuring that uniformed employees meet appropriate appearance and conduct standards while on duty. Employees may be apprised of satisfactory and non-satisfactory appearance and conduct through the performance evaluation process. Disciplinary action is also an option in cases of misconduct. Progressive discipline and/or adverse action (i.e. letter of warning or reprimand, suspension, or termination) will normally occur. In dealing with these issues as misconduct, the requirement that the employee be given an "opportunity to improve" does not apply.

Use of Allowances

The uniform allowance is provided to help defray the cost of wearing a uniform. It is not intended to cover the total cost of all uniform items. Cleaning, tailoring, and upkeep are the responsibility of the employee.

Employees are required to obtain uniform components sufficient to meet the standards and policy.

Occasional Wear-Allowance: The administrator, deputy administrator, and the conservation staff specialists may be issued an allowance. Employees in this category are typically in office environments. Occasional Wear-allowance authorized employees are not expected to wear the uniform on a full time basis. Uniform will normally be worn only on special assignments in the field, and or when wearing a uniform is necessary to represent the agency where other uniformed agency personnel attend the meeting in uniform.

Employee Name: _____ Social Security #: _____

NEVADA DIVISION OF STATE PARKS
Uniform Policy Verification

I understand that I am accepting a uniformed position with the Nevada Division of State Parks. I have read and understand Nevada Division of State Parks, Policy Administrative Manual, Policy # 20-1, Uniforms, and do hereby signify that I will accept the position with this understanding and wear the uniform in compliance with said policy.

Employee Signature: _____

Date: _____

Supervisor's Signature _____

Date: _____

Cc: Division's Personnel Jacket (original)

ADM-40
1/03